



ST MONICA'S
PARISH SCHOOL WALKERVILLE



Parent Handbook

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Administration Procedures

Contact Details

St Monica's Parish School
92 North East Road, Walkerville SA 5081
Telephone: (08) 83442384
Email: info@stmonica.catholic.edu.au
Website: www.stmonica.catholic.edu.au
Principal: Mrs Emily Sayer
Out of School Hours Care: 0417867030

Office Hours

Front Office hours are 8:00am to 4:00pm daily on school days.

Useful Links

St Monica Parish School - Social media
www.facebook.com/stmonicaparishschool
Greenacres Walkerville Catholic Parish
www.gwparish.org.au
Catholic Education South Australia
www.cesa.catholic.edu.au
Child Care Benefit Information
www.humanservices.gov.au
The Federation of Catholic School Parent Communities
www.parentfederation.catholic.edu.au

School Dates 2023

Term 1	30 January to 14 April
Term 2	2 May to 7 July
Term 3	25 July to 29 September
Term 4	17 October to 14 December

School Closures for staff formation, professional development and planning occur 4 - 5 days throughout the year and families are advised well in advance of these days.

Vision

Guided by our Josephite tradition at St Monica's Parish School we encourage all members of our community to nurture body, heart and mind in everything we do.

We want our students to always: act with compassion, empathy, mercy and acceptance, as global citizens that model the Gospel values.

Mission

In the spirit of our Josephite tradition our Mission is to:

Be a faith community

Jesus is at the heart of our faith community and the Eucharist is central

Be a learning community

Provide a quality education in a safe, positive and inclusive environment

Foster partnerships and authentic relationships

Work in partnership in the spirit of friendship and collaboration where each person is valued and respected as an individual

Provide services and resources

Strive for professional excellence to provide a 21 Century learning environment using current and relevant pedagogies and resource

Traditions and Values

*We believe that every child is held in God's infinite tenderness and is of unsurpassable value.
Children: Close to the Mystery of God (2015)*

Our values are woven into the fabric of our school and our Catholic tradition informs who we are, and who we will become.

We teach the values of respect – of self, others and the world around us. Care for each other is at the heart of the community we've built at St Monica's Parish School, a place where your child will be valued and respected as an individual.

Sacramental Program

The Sacramental Program is a family based, parish centred and school supported program. Sacraments are celebrated in the following order: Reconciliation, Confirmation and First Communion. Sacramental preparation is facilitated by Greenacres Walkerville Catholic Parish and the program outside of school hours.

More information about the program can be obtained from the Parish Office on 8261 6200.

School Procedures

School Hours

- Children are supervised between the hours of 8:20am - 3:20pm.
- Children arriving before 8:20am are required to attend the Out of Hours School Care (OSHC).
- Children not collected by 3:20pm, will be taken to OHS room until parent/caregiver arrives to collect them, and a fee will be charged.
- Children are to be dropped off and collected via the Brunswick Street entry. There is no playing in the yard in the afternoon.
- Children attending OSHC are to enter and exit via the North East Road entry.

8:45am	Bell rings and students enter classroom
10.50 – 11:20am	Recess
12:50 – 1:00pm	Supervised eating time
1:00 – 1:30pm	Lunch
3:00pm	School dismissal

Punctuality

Please ensure that all students arrive at school and ready to commence the day at 8:45am. It is important that all children arrive on time to prevent disruption to the class morning routine.

Late Arrive

Children arriving after 8:45am are required report to the Office, to be signed in and a staff member will then accompany the child to class.

Student Absence

If your child is not going to be at school due to illness, or will be late due to an appointment, the parent must inform the school by:

- ❖ Phoning the Office on 83442384 or
- ❖ SeeSaw
- ❖ Email: info@stmonica.catholic.edu.au

If the parent does not contact the school before 9.30am, the school will contact the parent.

Early Departure

Should a child need to leave the school grounds for an appointment, please notify the School Office and the class teacher prior to the appointment. All students must be signed out at the School Office by their parent/carer before leaving the school and signed back in if returning.

Holiday Leave

If your child will be absent for a period of 1 week or more for the purpose of a family holiday, it is a government requirement that you complete an Application for Exemption from school form, you can obtain one by clicking on this link: [Application for Student Leave](#)

Drop off and Pick up

Children are to be dropped off between 8.20am – 8.45am and collected from 3.00pm – 3.20pm at the Brunswick Street entrance to the school.

Parents and caregivers are encouraged to park their cars and walk into the school where possible.

Parking in the area immediately in front of the school entrance is not permitted. If you use the 'Kiss and Drop' zone, the driver is not permitted to leave the vehicle. Access during school hours is via the North East Road entrance.

Out of School Hours Care (OSHC)

St Monica's Parish School aims to provide a friendly, flexible service for families needing before and after school care and vacation care. St Monica's OSHC programs are located on site.

- Before School Care: 7.30am - 8.20am
- After School Care: 3.00pm - 6.00pm
- Vacation Care: 7.30am – 5.30pm

For more information click here for our [OSHC programs and fees](#).

Lunch Orders

As the school does not have a canteen, we outsource lunch orders.

Monday, Tuesday and Thursday	Subway – orders are made on the QKR App only
Wednesday	Sushi – cash only orders need to be placed by 11.00am on a Tuesday
Friday	Jeeez Louise Bakery – cash only orders need to be in by Wednesday 3.00pm

Both Sushi & Jeeez Louise order forms are available at the front office cash only.

Brain Food

Brain food is a small healthy snack which is eaten in the morning. All students are asked to bring a piece of fruit or vegetable(s) every day.

St Monica's is mindful of the growing number of children have food allergies and is a **Food Allergy Awareness school**. For this reason, the school policy is that no food including sweets, lollies or cakes are to be shared with the class, including special occasions such as birthdays. If you would like to mark your child's birthday with a treat for the class, we suggest a small token e.g. bubbles, a pencil, stickers, a bouncy ball.

St Monica's is a **'Nude Food School'**.

'Nude food' is **food** that comes to **school** without disposable packaging – extra plastic bags, paper bags, wrappings, plastic water bottles or cling wraps. We ask that you support your child and the school in this by reducing landfill by packing a **school** snack and lunch without including any extra packaging or juice packs. Parents are asked to clearly label lunch boxes and containers.

The House System

At St Monica's Parish School, all students and staff belong to a House. These four Houses have been thoughtfully named after significant people from our school's history and tradition. The aim of the House system is to create a sense of connection, belonging and identity for each student to a smaller group within the school. Apart from Sports Day, our Houses gather regularly for Buddy activities and also to foster school 'spirit' through having fun.



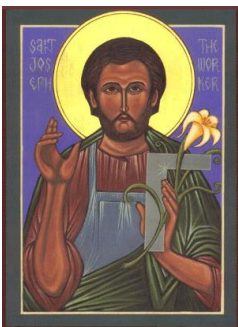
MacKillop (Red)

Named after Saint Mary of the Cross MacKillop, the founding leader of The Sisters of St Joseph who opened our school more than 90 years ago.



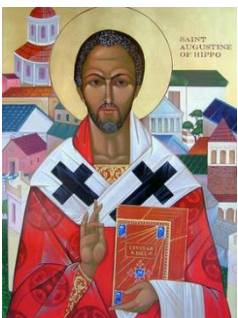
Tenison Woods (Green)

Named after Father Julian Tenison Woods, a great friend and support to Mary MacKillop co-founded the Sisters of St Joseph. He strongly believed in a Catholic education for all who sought it and had great faith in Mary to lead the sisters.



Joseph (Yellow)

Named after St Joseph the loving guardian of Jesus. He was a great person of faith who willingly took up the call to protect and love his family.



Augustine (Blue)

Named after St Augustine, the son of St Monica. He was a great scholar of the Church and faithful to God.

Communication

Parent/Teacher Communication

A positive partnership and communication between home and school is vital for the wellbeing and learning of the child.

Staff regularly communicate with parents via SeeSaw, class newsletters, interviews and emails.

Parents and caregivers are encouraged to contact teachers or the school if you wish to discuss your child's progress or have any questions or concerns, either via SeeSaw or email.

Assemblies

Assemblies are held on a regular basis.

Newsletter

St Monica's School Newsletter is uploaded to our website and the link is emailed to families every fortnight (Friday of odd weeks). It contains information about school life and events.

Current and past editions can also be accessed on our website.

[St Monica's Parish School Newsletter](#)

SeeSaw App

At St Monica's the teachers and school use the SeeSaw App as an important way of communicating with families.

Please note that due to privacy regulations only parents and legal guardians are permitted to access the App for your child's SeeSaw account and ask that **you not share the QR code to your child's SeeSaw account.**

This App enables:

Teachers and the school to communicate with parents:

- to share children's learning – as an individual and class
- to post photographs of special school events
- about day to day matters and send reminders
- by posting important school information

Parents to communicate with your child's class teacher about:

day to day matters

seek clarification about school/class procedures as required

Teachers and students from Year 4 - 6 also use Seesaw:

- as a homework diary

Please note that **if your child is unwell and or unable to attend school please advise your child's class teacher**

If you have a **sensitive and or important matter** that you wish to communicate to a teacher(s) it is preferable that you make a time to meet or have a phone conversation with them or alternatively email this information.

QKR Payment App

St Monica's Parish School offers a secure school payment system using QKR App. QKR provides a safe and easy way for you to pay for school items from your personal device.

- Order and pay for subway lunches
- Pay fees, special activities and school sport.

School Uniform

The wearing of a school uniform is compulsory at St Monica's Parish School. The uniform helps to develop a strong sense of identity, community and pride in our school.

It is important that parents support their child/children in the correct wearing of the uniform.

To ensure that lost property can be easily identified and returned to the rightful owner, all clothing, including hats, shoes and socks are to clearly labelled. A lost property box is situated in the Front Office.

St Monica's uniforms can only be purchased from our supplier: Vinnies SA School Uniform Shop

General

The uniform must be worn correctly at all times.

The Physical Education (PE) uniform is to be worn only on the days when students are timetabled to have PE lessons or as instructed by their class teacher.

The Seniors (Year 6) windcheater may be worn throughout the year.

See Appendix A – Uniform Please click here to view our [School Uniform Policy](#)

St Monica's Uniform Shop

Vinnies SA School Uniform Shop

Shop 70, The Parade, Norwood SA 5067

Telephone: (08) 8362 6170

Hours: Monday to Friday 10am – 4pm, Saturdays 9.30am to 4pm

Email: schooluniforms@svdpsa.org.au

Online ordering: www.vinnies.org.au/StMonicas - St Monica's Parish School Walkerville

Book fittings online at: <https://vinniesuniformshop.simplybook.me/sheduler/manage>

Sun Safety

Students are required to wear the school hat from 1 September to 30 April or when the UV is 3 or above at all times while outdoors. This is including recess, lunch and during other outdoor activities. Students not wearing a hat will be asked to move to shaded area and miss out on play and activities. (No hat = No play).

[Sun Smart Policy](#)

Inclement Weather

When the temperature is above 36 degrees or wet, students will remain indoors at play times.

Lost Property

The lost property box is in located the first aid area.

Curriculum

Educational Programs

Our school provides a curriculum based on the nine Curriculum Areas as identified by the Australian Government. Our staff uses the Australian Curriculum to plan, teach, assess and report. All teaching and learning at St Monica's Parish School aims to develop *'thriving people, capable learners, and leaders for the world God desires'*.

Assessment

Each child's progress is continually assessed by teachers. Formal Learning Conversations are conducted formally held in Term 1 and Term 3, to enable parents, students and teachers to work together to set learning goals. Formal written Reports are sent home in Terms 2 and 4.

Religious Education

At St Monica's Parish School, students are provided with rich, meaningful learning opportunities, which promote their faith development, and bring them into a deeper, loving relationship with God. Students participate in learning about the Catholic faith during Religious Education lessons, masses, liturgies, prayer, and community activities which focus on generosity of self to others, and the witnessing and practicing of their faith and Gospel values through their daily interactions. As a Catholic school, we have a deep belief in the value of community and our responsibility to show kindness and respect to members from all faith backgrounds.

Inclusive Education

At St Monica's Parish School, we have a strong commitment to ensuring that every child is supported in their learning. Our Inclusive learning support for students with learning needs is a strong part of our school culture. Should you have concerns regarding your child's academic progress and or their wellbeing – please speak with the class teacher in the first instance.

Sporting Activities

Students from Reception to year 6 participate in an innovative sports program. Year 3-6 students participate in a broad range of interschool sporting carnivals. Your child will also receive regular fitness and skill development each week.

Private Instrumental Program

Parents can choose to have their child learn a musical instrument at school by a private provider. Lessons are held during normal school times. Information regarding instrumental programs are distributed at the beginning of the school year.

Digital Technology

Students have access to rich multimedia resources and curriculum materials. These resources enable students to work collaboratively and/or independently to enrich their learning. ICT is integrated across all curriculum areas.

The ICT User Agreement for students is very clear about rights and responsibilities of students when using and devices. Click here to view the [ICT AGREEMENT](#). Students and parents are expected to adhere to and sign this agreement each year.

Excursions and Camps

School excursions are part of the student's education and development. No student will be allowed to participate in an excursion unless the appropriate Consent Forms are signed by the parent and returned to school.

Camps greatly enhance the progress of children's learning through offering new experiences across learning areas. Camps are an integral part of our learning program for students in Years 4 and 6.

Homework

Homework tasks assist students to take responsibility for organising their time and learning opportunities. Children are given tasks to carry out and complete which will aid them in this learning. [Homework Policy](#).

Cybersafety

The ICT User Agreement for students is very clear about rights and responsibilities of students when using any devices.

Information about cybersafety at home can be found on the following website:

www.esafety.gov.au

School Chaplain

St Monica's Parish School has a school Chaplain on site. Parents are able to refer their child through the classroom teacher. Teaching staff are also able to recommend a student to the Chaplain and students are also able to request a session with our Chaplain. Parental consent is required for ALL students to attend counselling. This may be verbal to Teacher / Principal or via Printed Referral form.

Extra-Curricular

After School Programs

Each term the school offers a selection of after school programs including sports Clinics, Chess and Art classes.

Children's University

Children's University offers student the opportunity to engage in an exciting range of learning activities, recognising learning outside of their school day and traditional classrooms. If students acquire enough learning hours throughout the year, they are invited to graduate in the prestigious Adelaide University Bonython Hall.

Tournament of the Minds

We encourage our senior students to participate in this unique program to help develop problem solving skills for teams of students. St Monica's students have been awarded National and several State titles in Tournament of the Minds.

Music

We have a vibrant music program which gives each child the chance to explore the joy, beauty and challenge of music. And our Community Piano is available to be played whenever the children have

free time. We also offer families the opportunity for children to access private music tuition during school time.

Financial Information

School Fees

Please refer to the school website for the current school fees and payment schedule options:

[School Fees](#)

Contact

Families experiencing financial hardship are encouraged to make an appointment with the Bursar or Principal for a confidential discussion.

Any queries regarding school fees and fee payment should be directed to Louise Watkins, Bursar.

Phone: (08) 8344 2384 Email: lwatkins@stmonica.catholic.edu.au

Health and Welfare

Accident and Illness

A child showing any indication of illness should NOT be at school. Children suffering from infectious diseases, cold symptoms should be kept at home.

First Aid and Medication

The First Aid room is located in the school's Front Office, where student medication, and Medical Action Plans are stored. Medication and First Aid is administered by a Senior First Aid Officer. Only medication that has been prescribed by a Doctor, with a medical action plan and original package will be administered to children at school.

All medication will accompany your child on school excursions, camps and to other off-site venues.

Medical requirements

Parents are required to complete a Student Medical and Health Record at the time of enrolment. This information needs to be updated every year or whenever there is a change in the student's medical condition.

Head Lice

It is our policy that if a child shows symptoms of head lice, they will be sent home and note will be sent out to the class for families to check their child's hair.

If you find that your child has head lice, please notify the class teacher or Office so that we can take all necessary precautions.

Student Wellbeing

Student Wellbeing at St Monica's Parish School supports students to develop their social and emotional capacities. We value relationships as a key part of developing our community and we aim to work in partnership with students and families, to ensure all members of our community feel safe, supported and have a strong sense of belonging.

Student Leadership and Student Voice

Your child will have a range of leadership opportunities at every year level of their schooling. From Student Voice representatives, House captains, sports captains, Liturgy and Library roles, we take the responsibility of developing our next generation of leaders seriously.

Parent Involvement

We extend an open and warm welcome to parents and encourage your participation and involvement in the on-going process of the education of your child. This involvement is highly valued as it helps to create and strengthen our community and build a culture of collaboration and shared commitment to our vision and mission.

At St Monica's Parish School there are many opportunities for parental involvement in the life of the school including:

- supporting activities in the classroom
- volunteering to assist with activities including class excursions and sporting carnivals
- joining the Parents and Friends Committee
- nominating to be a member of the School Board

School Board

The School Board works with the Principal to support and promote the overall wellbeing of the school and ensures compliance with legal obligations. Board membership includes the Parish Priest (President), Principal (Executive Officer), a Chair, Finance Chair, Parents, Staff and Community representatives. Enrolling parents are eligible to nominate to be on the Board. The Board meets twice a term.

Parents and Friends Committee

The Parents and Friends (P&F) committee aims to provide an avenue for parents and supporters to work with the Principal to further enhance children's learning, to maintain, care for and develop the school and grounds, and to promote the interests of the children and the school. Every parent is a member of our P&F and are invited to consider coming along to meetings.

Class Parent Representatives (CPRs)

Each class will have one or two CPRs. The function of the CPRs is an opportunity to work with your child's class teacher(s) to enhance the building of strong and supportive relationships with the families in your child's class. Nominations for CPRs are called for early in the school year.

Volunteers

To ensure the safety and wellbeing of all students in our care, all volunteers, are required to hold a current Working with Children Clearance as well as RRHAN_EC (Responding to Risk of Harm, Abuse and Neglect- Education and Care) certificate. These can be easily obtained through the Front Office and there is no cost involved.

Smoke Free Site

St Monica's Parish School is a smoke free site.



ST MONICA'S

PARISH SCHOOL WALKERVILLE

We hope you find the information in the Handbook helpful. If you have any questions regarding the school operations, please contact your child's teacher or the school front office staff for assistance.